



KING COUNTY
COMMUNICATION SPECIALIST III
DEPARTMENT OF NATURAL RESOURCES & PARKS
SOLID WASTE DIVISION

Annual Salary Range: \$52,548 to \$66,608

Job Announcement: 05RW4828

OPEN: 1/5/05

CLOSE: 1/19/05

WHO MAY APPLY: This position is open to all qualified career service employees who are members of Teamster Local Union 117 bargaining unit, all other career service employees, Executive Branch regular exempt employees and current probationary employees who have achieved career service status in a previous position and the general public. First consideration will be given to bargaining unit members.

WHERE TO APPLY: Required forms and materials **must** be sent to: **King County Solid Waste Division, Attn: Human Resources, 201 South Jackson Street, Suite 701, Seattle, WA 98104.** You may also e-mail your application materials to hr.swd@metrokc.gov. Interoffice mail stop KSC-NR-0701. You can fax your application materials to (206) 296-0197. We are not responsible for incomplete fax transmissions. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: King Street Center, 201 South Jackson Street, Suite 701, Seattle WA 98104. Will occasionally report to the Cedar Hills Landfill in Maple Valley, or other locations in King County.

WORK SCHEDULE: This is a fulltime position and is not overtime eligible.

JOB SUMMARY: Produce internal and external communications to inform the public and Solid Waste Division employees of issues, events and services. Write solid waste planning and policy documents and reports, synthesizing complex technical concepts into easily understood written materials. Recommend and implement communications strategies that further the goals of the division. Work within project teams and with subject matter experts - planning, technical or legislative - to either write or edit documents that are clear, concise, and complete. Must be self-motivated and require minimum supervision.

PRIMARY JOB DUTIES INCLUDE:

- Write, edit, and coordinate production of documents that articulate solid waste planning and policies.
- Prepare internal and external communications including technical and economic reports, annual reports, planning documents, employee news bulletins, fact sheets, newsletters, service announcements, director messaging, and correspondence with cities, regulators and other stakeholders.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Gather, organize, analyze, and summarize information about solid waste issues to support program and policy discussions.
- Perform other related duties as assigned.

QUALIFICATIONS: Requires three years of experience as a professional writer and Baccalaureate or Masters Degree in a relevant subject area such as English, Communications, or Journalism or a combination of education and experience that provides an equivalent background required to perform the work of this position.

- Excellent writing ability and verbal communication skills.
- Ability to transform spoken language into clear, concise writing.
- Ability to identify target audiences and create target-specific communications.
- Ability to deal effectively with all types of people and maintain professionalism in stressful situations.
- Ability to translate technical information into lay person's terms.
- Computer skills, including working knowledge of Word for Windows, Excel, E-mail and the Internet.

UNION MEMBERSHIP: This position is represented by Teamster Local 117, Professional & Technical Employees.